

WATER AND SEWER WORKING FOREMAN

(Town of Westminster, Massachusetts)

Definition:

Supervisory and skilled manual work in connection with water and sewer construction projects and maintenance programs; all other related work as required.

Supervision:

Works under the direct supervision of the Director of Public Works.

Performs work functions of diverse nature requiring the ability to exercise some independent judgment as to work methods and procedures; maintenance projects are for the most part conducted according to established procedure.

Supervises the equivalent of two or more full-time employees.

Job Environment:

Work is performed under office, shop, and field conditions with exposure to various weather conditions with some hazards from working with moving mechanical parts; must be on call to respond to emergencies.

Operates heavy and light trucks and hydraulic equipment; operates typical office equipment such as computer, telephone, pager, etc.; operates testing equipment, gas monitor, pipe locators, leak detectors and other tools and equipment typical of the water and sewer trade; may be required to wear safety equipment.

Work involves contacts with state, county, and municipal officials and public utilities and frequent contact with the general public.

Errors could result in adverse public relations and cause damage to persons and property; errors are not easily detected, most work is underground and buried, and would be costly to correct.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Supervises the construction of extensions to the water distribution and sewer collection system and installation of underground structures related thereto; directs excavation projects and the back filling of excavations.

Supervises and/or conducts water and sewer system maintenance projects, including the repair of old water mains; supervises and/or performs the installation of water and sewer services.

Supervises and/or performs water sampling required under the Safe Drinking Water Act, the MassDEP and any other special sampling or tests as required.

Responds to emergency situations; determines appropriate corrective action; makes repairs of main leaks; responds to questions and complaints and makes related repairs; performs general customer service activities including service turn-on and shut-off.

Installs, reads and maintains water meters; trouble shoots problems with meters; performs accuracy testing; flushes and maintains fire hydrants which includes painting, rebuilding or replacing; conducts and maintains water valve exercising program; performs cross-connection surveys and backflow prevention device inspections/tests.

Assures that work is performed correctly and efficiently and that proper safety precautions are followed for the protection of the work crew and the public, i.e. confined space safety, trench safety.

Responsible for contacting Dig Safe for projects that require digging and locating/marketing out of water and sewer utilities requested by Dig Safe.

Supervises major water and sewer projects such as laying or relaying water mains or sewer extensions, water and sewer service connections, surface drainage, etc.

Supervises the maintenance of pumps, both water and sewer, at pump stations; supervises treatment, storage and pumping of water; inspects sewer easements; supervises the maintenance and inspection of water storage tanks; supervises the maintenance and inspection of Pressure Reducing Valves; records water pumped and pressures in the system; oversees the operation and maintenance of the water pumping stations and sewer lift stations which include pumps, motor, compressors, filters, electrical panels, overall flow, emergency light, emergency generator, etc.; collects and records bacteria, chlorine, and other samples required by the MassDEP.

Maintains various records, reports and daily logs of water and sewer projects; maintains inventory and orders supplies and safety equipment for employees.

Maintains all water and sewer buildings and grounds.

Operates snowplows and sanders during snow and ice winter operations.

Attends enrichment classes related to water and sewer subjects such as fluoride, disinfection, job safety, backflow, cross-connections, etc.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

High school graduation with college coursework in engineering; and at least five years of progressively responsible experience in the operation and maintenance of town water and sewer facilities, including three years of supervisory experience; or any equivalent combination of education and experience.

Knowledge, Ability, and Skill:

Knowledge. Thorough knowledge of the maintenance, operation and construction of town water and sewer facilities. Detailed knowledge of the distribution system and of materials, methods and techniques relative to underground installations. Knowledge of road construction and plumbing. General knowledge of the layout of the town

Ability. Ability to plan, organize, assign and supervise the work of employees and equipment and to maintain good public relations. Ability to carry out oral and written instructions. Ability to deal effectively with the public and communicate semi-complex solutions.

Special Requirements:

Massachusetts Class B Commercial Driver's License (CDL) with Air Brake Endorsement.

Massachusetts Class 2B Hoisting License.

Massachusetts Drinking Water Facility Operators Grade 2D License.

Massachusetts Drinking Water Facility Operators Grade 1T License.

Massachusetts Cross-Connection Surveyor Certification.

Massachusetts Backflow Prevention Device Inspector/Tester Certification.

OSHA Confined Space Safety Training.

FEMA IS-700, ICS-100, ICS-200 Course Training and additional as required.

Physical Requirements:

Moderate physical effort generally demanded; more strenuous effort is expected in the field during inspections. Frequent bending, standing and walking is required. Incumbent must have excellent eye sight and hearing well within normal ranges and the ability to distinguish colors. Frequently required to stoop, bend, squat, kneel and work in cramped quarters. Frequently required to lift heavy objects. Incumbent is required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Incumbent must occasionally lift and/or move items weighing up to 100 pounds.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)